

AGIC 2018 Conference Committee Meeting Notes
Thursday, February 15, 2018
10:00 am

In Attendance:

Kevin Blake
Robert Bush
John Danloe
Jami Dennis
Nicole Funicello
Teresa Gregory
Shea Lemar
Jennifer Psillas
Cheryl Thurman
Gene Trobia
Steve Whitney
Troy Wiora
Lisa Dubas

Committee coordination and meeting operation:

- We need to confirm the term that we use for non-voting members of the committee(s).
 - From the OML training, it was concluded that “public participant” would be appropriate.
 - The only place that this designation shows up is on our annual Work plan.
- Include a report from the Outreach Committee on future meeting agendas.
 - Working with the UAS group to conduct a workshop.
 - Looking to schedule it in May or a day before the conference.

Action Items:

Steve – Change Sep. meeting to the 13th for bag stuffing

Budget:

- 2018 fees –
 - We last raised sponsorship fees for 2015 –

<u>2014</u>	<u>Current</u>	<u>Sponsorship Level</u>	<u>Notes</u>
n/a	\$3,000	Platinum conference sponsor	Added for 2015
\$2,000	\$2,200	Gold conference sponsor	
\$1,500	\$1,700	Silver conference sponsor	
\$750	\$900	Bronze conference sponsor	
n/a	\$100	Add t-shirt logo for Silver sponsor	Added for 2013
n/a	\$200	Add t-shirt logo for Bronze sponsor	Added for 2013
n/a	\$100	Add program advertisement for Silver sponsor	Added for 2016
\$500	\$500	Lunch sponsor	
\$250	\$250	Break sponsor	
\$500	\$500	Social sponsor	
n/a	\$250	Program advertisement	Added for 2016
\$100	\$100	Literature insert	

- PO –
 - The Purchase Order for the 2018 conference has been approved and has been received by the meeting planners.
- Venue contract –
 - The meeting planners are currently working on the contract with the venue.
 - At this point we are not sure if prices will increase, and we have recommended the following –
 - Guest room rates were set at \$93++ per night, which is the current State lodging reimbursement rate, and is a \$10 increase from 2017, but we have requested that we split the difference and set the rate at \$88.
 - The tax rate is listed as 8.85%, which is a 1% increase from last year, but I asked that they confirm that, and they responded that it is still 7.85% as far as we know at this point.
 - We have requested that the effective banquet menus/prices be included as an appendix to the contract.

Action Items:

Steve – Send Shea the 2017 venue bill for assistance in extracting details.

Steve – Check with the meeting planners regarding how revenues were spent (e.g. venue costs) and transferred to ASLD between the 2016 and 2017 conferences.

Steve – Put together blurb for conference items to emphasize to the council, and distribute to the Committee for review.

Venue coordination:

- The new A/V system is complete –

- Projectors have both VGA and HDMI connectors.
- Wi-Fi improvements –
 - The Wi-Fi service will be improved by our conference, as they have a group coming in April that will have at least 350 laptops simultaneously using it.

Action items:

Steve – Contact the meetings planners regarding the Expo contract.

Website:

- No discussion.

Action Items:

Steve – Contact the meeting planners regarding online payments.

Agenda & speaker coordination:

- Potential 2018 keynote speakers –
 - Joseph Kerski, Esri - available
 - James Fee
 - Michael Dennis
 - Win Holden, AZ Highways (was keynote for GIS-T)
 - ASU director of the school of geography
 - ASU director of the spatial analysis center
 - Brenda Ekwurzel, Union of Concerned Scientists (UCS)
- It was decided that we would short list Joseph Kerski, Win Holden, and Brenda Ekwurzel.
 - Jami will reach out to Brenda Ekwurzel on her interest for being our keynote speaker. Have not heard back yet.

Action Items:

Jami – Follow up with Brenda Ekwurzel

Exhibitor/sponsor participation:

- Sponsorship invite letter is in progress.
- Draft letter to the Council seeking their help in recruiting sponsors.
- Consider adding a sponsor option to contribute to the student scholarships.

Action Items:

Shea – Provide Jon with prospectus for next year's conference sponsorship.

Shea – Include a question on the post-conference outreach regarding what they liked and what could be improved.

Shea – Set up a meeting with John and Troy to coordinate invite (sponsor) and assistance (Council) letters.

Materials and mail-outs:

- No discussion.

Action Items:

None

Registration:

- Early bird date will be Aug. 17

Action Items:

Shea – Send Cheryl the attendee list for mapping.

Maps & Apps Challenge:

- Workgroup report –
 - Workgroup held its first meeting.
 - Survey folks regarding their opinions and experiences with the Maps & Apps Challenge, and a draft survey is being reviewed.
 - Draft survey will be sent to the Committee for further comment.

Action Items:

Cheryl – Send draft survey to Committee

Awards:

- No discussion.

Action items:

None

Printing:

- No discussion.

Action items:

None

Computer labs:

- Have not heard back from TeachMeGIS, and have emailed again.

Action items:

Steve – Contact the TeachMeGIS folks to see if they would like to participate in the 2018 conference.

Conference program:

- No discussion.

Action items:

None.

T-shirts:

- Design concept report –
 - In progress
- Can we get additional sizes?
 - It is somewhat problematic to include it as part of the registration process, and historically it has been a challenge.
 - Look at getting a handful of larger sizes, e.g. 3X, 4X, as we had a few inquiries about 3X and 4X last year.

Action items:

None.

Attendee Packet:

- No discussion.

Action Items:

None

Social Events:

- No discussion.

Action Items:

None

General:

- No discussion.

Action Items:

Steve – Determine the breakeven point for the glasses and mugs

Steve – Look into shuttle options